Web-based Portal 1.0

District User Guide

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IDAHO
STATE DEPARTMENT OF EDUCATION

Program Support

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Program Overview

8 in 6 Program

Students in grades 7 - 12 can be reimbursed for middle and high school overload courses. Students would then have opportunities to become Early Completers or qualify for the Mastery Advancement Program scholarship in high school.

Students may be reimbursed for up to:

- Up to $225 per course
- 2 courses per semester
- 4 courses per year
- 8 courses over the lifetime of the student's involvement in the program.

Overload courses must be in addition to the student's normal school day (12 credits minimum or the maximum course load offered during the regular school day. *Students must sign out a Declaration of Assurance and turn it into their counselor to participate in the 8 in 6 program.*

Fast Forward Program

All juniors and seniors attending public high school in Idaho are eligible for state aid to pay for dual credit courses and college-credit bearing/professional technical exams.

Students may be reimbursed for up to:

- 3 dual credits for juniors or the financial equivalent of $195 for exams
- 6 dual credits for seniors or the financial equivalent of $390 for exams

Dual Credit for Early Completers (i.e., Early Completers)

Students who have completed state graduation requirements* early, may use state aid to pay for dual credit courses and college-bearing/professional technical exams while still in high school.

Students may be reimbursed for up to:

- 18 dual credits per semester or 12 dual credits per trimester
- $75 per credit
- 6 exams per semester or 4 exams per trimester
- $90 per exam

*Eligibility requirement excludes senior project, and senior math.

District Set Up

Applying for State Aid

Student Navigation

District Navigation

Assign Roles

Prior to logging in, roles must be provisioned to district users through the Administration Application (i.e., Admin Tool). There are two types of district users, Advanced Ops District Management and Advanced Ops District. These roles can be found in the Academics Hierarchy of the Admin Tool.

- ***Advanced Ops District Management****:* This role should be provisioned to *only one* person in the school district. District Managers will be responsible for submitting the final data to the State Department three times a year (see page 16). This person will also need to assign registration deadlines for your school district before students can register for courses.
- ***Advanced Ops District:*** This role should be provisioned to counselors and administrators who will be approving and editing registrations submitted by your students. This user will have access to districtwide data.
- ***Advanced Ops School:*** This role should be provisioned to a counselor or administrator who is overseeing approvals in just one particular school.

Set up Registration Windows

The District Manager will need to assign registration dates for your school district. Students attempting to register for state aid outside of this registration window will not be allowed to do so. To set registration windows, hover over "Administration" and select "Registration Dates".
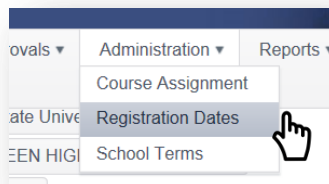

Choose the school year and select "Pull Registration Dates". Select registration windows for your school district. These will determine which dates students will be able to register for the course. If your school district functions only on semester, you can leave the default trimester deadlines, and vice versa.

School Terms

Schools have been pre-populated to function on a trimester/semester schedule. This will impact student's eligibility in certain programs. If the schedule setting in a particular school changes, the District Manager can change this by selecting "School Terms" under the Administration tab.
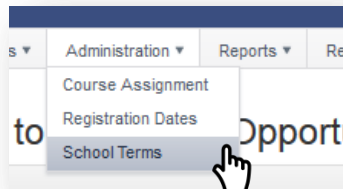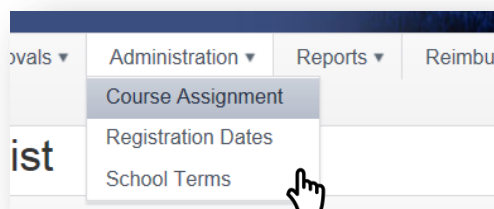
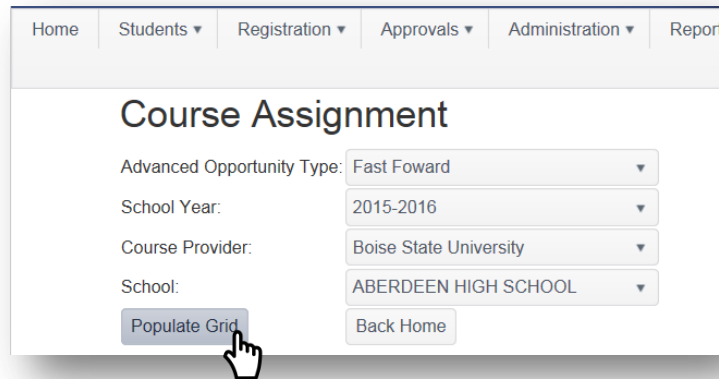You can toggle between terms by selecting "Term Type", then hit "Save Changes".
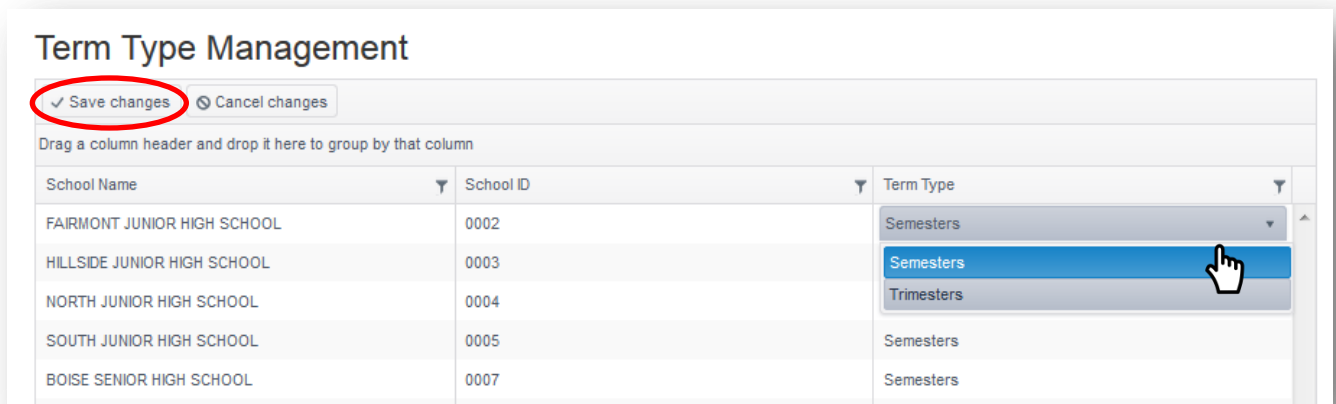
Assign Course Offerings

Before students can log into and register for state aid, each school will need to set up a list of courses dual-credit and 8 in 6 courses that are offered at your school within each program. This will need to be done for each program separately: 8 in 6, Fast Forward, and Early Completers. To do this, hover over the "Administration" Tab and select "Course Assignments":

Select the appropriate information and select "Populate Grid"

The following grid will appear:

In the grid, select "Allow" for the term that the course will be available at your school. This will allow student to register for only the courses that your school offers. Courses from all post-secondary institutions are defaulted to "Disallow". All courses through Idaho Digital Learning Academy will be defaulted to "Allow".
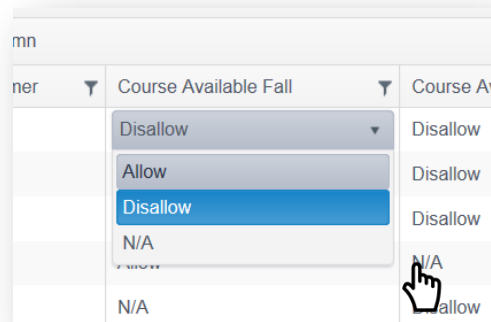
After you save changes, these courses will be available for student registration.
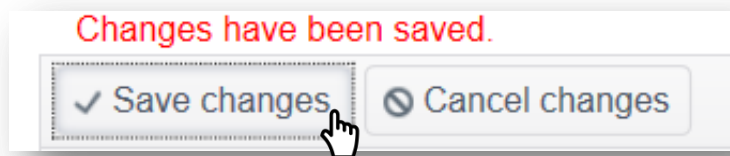
You can search for specific courses by using the filter function in the grid
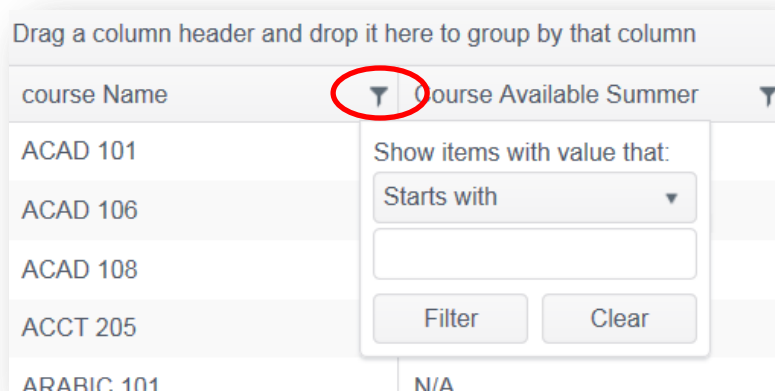
Approving Student Accounts

> *Note: This is for schools that allow students to enter into the portal and register for state aid independently. There is an option for school districts to do this on behalf of the student. If school districts would rather manage all registrations from a district level without giving students the ability to navigate the system, please see "District Level Registration" instructions on page 10.*

When students create an account in the Advanced Opportunities Portal, it must be verified by district personnel before students can apply for state aid. To approve student accounts, select "New Students" under the "Students" tab.
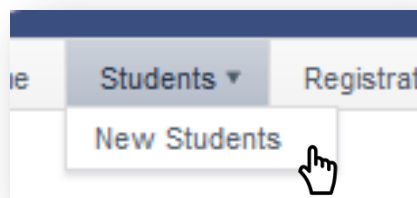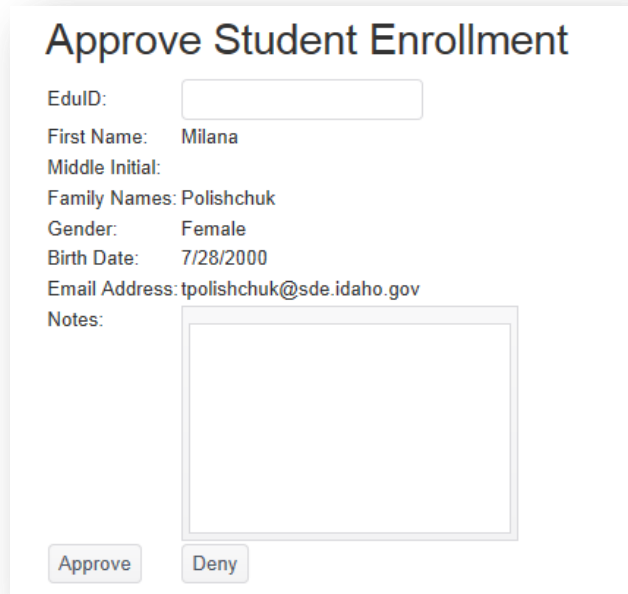

This will generate a list of students who have requested to have an "Advanced Opportunities" Account. Select the student's name to see his/her account details.

New Student Enrollments

Drag a column header and drop it here to group by that column

Student	▼	Edu ID	▼	Birth Date	▼	Email Address	▼	Login Request Date	▼	
Milana, Polishchuk				7/28/2000		tpolishchuk@sde.idaho.gov		7/28/2015		
Greg, Trent II				7/31/2015		test@example.com		7/22/2015		

To verify the account, enter/ verify the student's EDU-ID.

This step is very critical to the process, entering a student's EDU-ID incorrectly may impact the funding available to another student.

By approving a student's account, districts are verifying that the student attends an Idaho public school. This step allows students to access the system. Students will not be directly tied to a district's specific school for further registration. Specific courses will be approved by the high school providing the course.

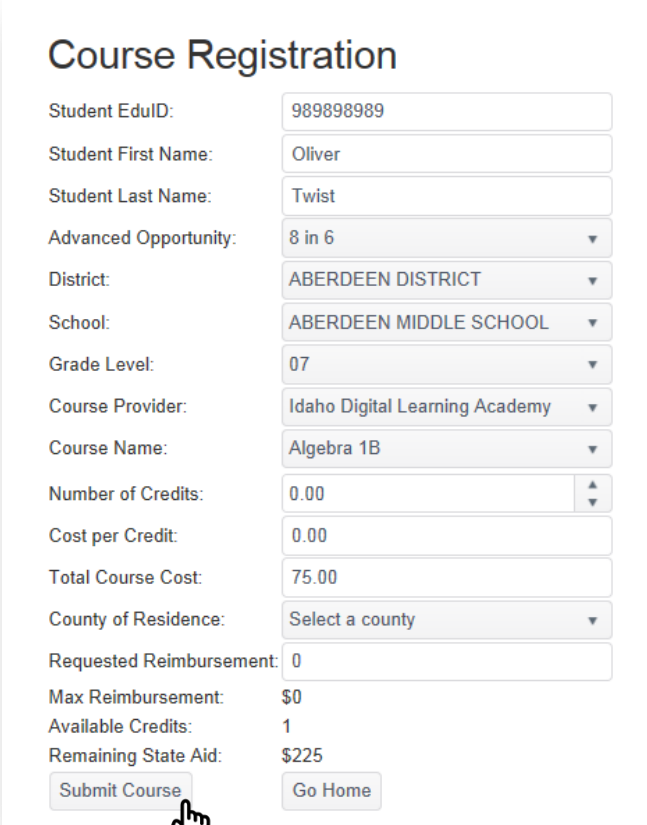When a student's enrollment has been approved, the following message will appear:
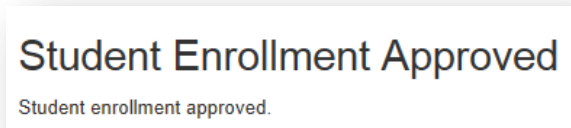
District Level Registration

To register for state aid on behalf of a student, select the "Course Registration" or "Exam Registration" under the Registration tab.
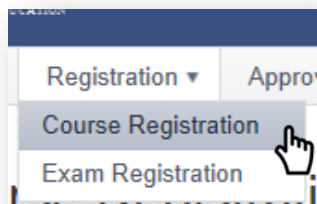
Fill out the pertinent information related to the course. If a student has previously created an account, the information will auto-fill upon entering the EDU-ID. If students have not created accounts in the system their first and last name they will need to be manually entered. Please use the student's legal name. Records entered by the District User will not be subject to additional approval by the District User.
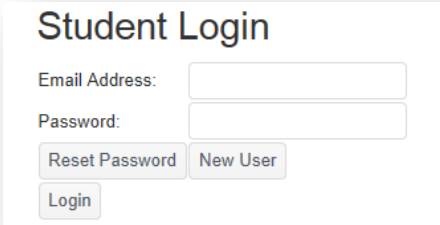
Course Registration

Student EduID:	989898989
Student First Name:	Oliver
Student Last Name:	Twist
Advanced Opportunity:	8 in 6
District:	ABERDEEN DISTRICT
School:	ABERDEEN MIDDLE SCHOOL
Grade Level:	07
Course Provider:	Idaho Digital Learning Academy
Course Name:	Algebra 1B
Number of Credits:	0.00
Cost per Credit:	0.00
Total Course Cost:	75.00
County of Residence:	Select a county
Requested Reimbursement:	0
Max Reimbursement:	$0
Available Credits:	1
Remaining State Aid:	$225

Submit Course   Go Home

Student Level Registration

A student will need to login to their account:

Student Login

Email Address:	
Password:	

Reset Password   New User
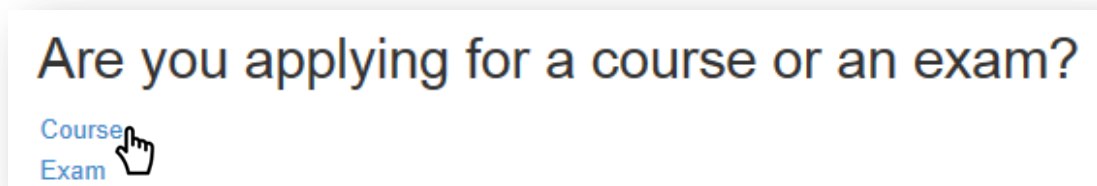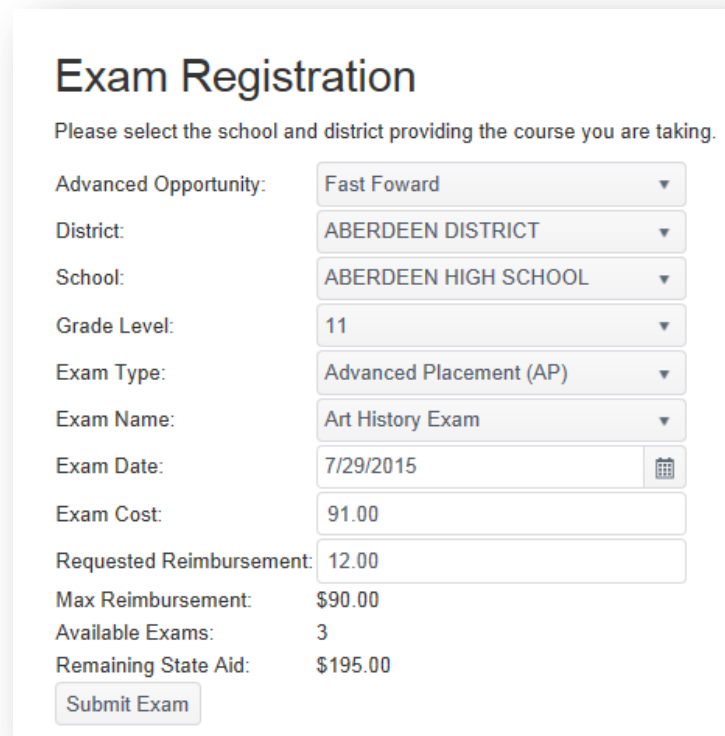
Login

The student will select "Apply for a Program."
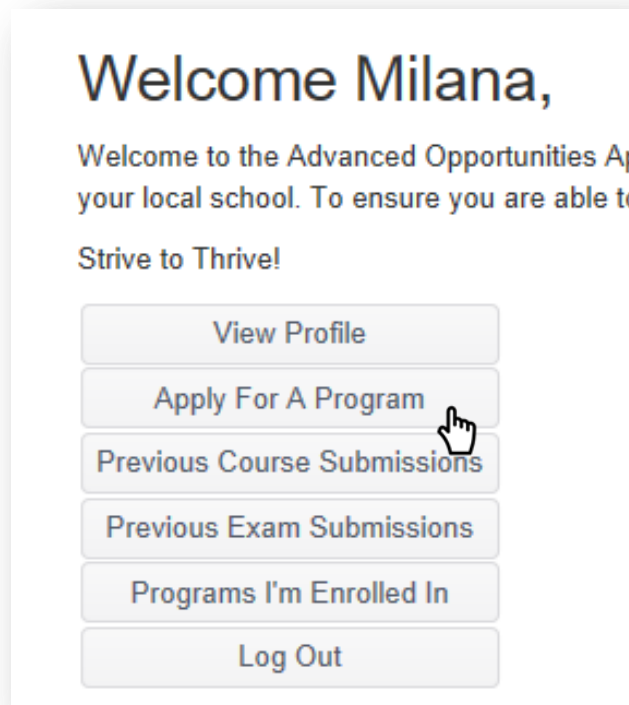
The student will select their application type.
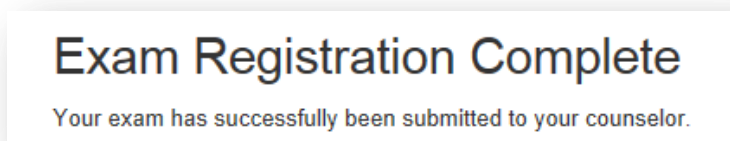
The student will enter the exam information.

The student will receive a notice indicating that applying for state aid to pay for the exam has been completed.

Initial Approval of State Aid
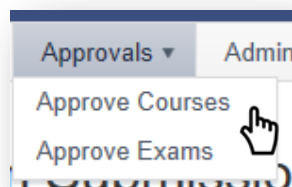
The district user will need to approve all courses and exam requests submitted by students. The student's accounts will not be charged until this approval occurs. To approve submissions, select the category under the *Approvals* tab.

Each course/exam will need to be approved individually. Select the Exam/Course name.

Look over course/exam information carefully. Make any necessary corrections. Use the drop down menu to determine if the request will be approved or denied. Then select "Save Changes".

The district user will receive a message confirming the approval.

Exam Approved
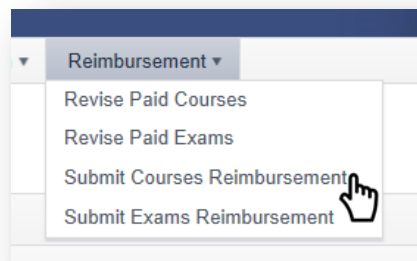
This Exam has been approved.

Back New Exams

Back Home
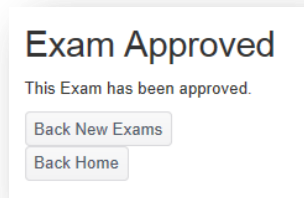
Editing Process

The exams and courses will now appear in the *Reports* tab. Here the district user will see courses and exams that have been approved and charged to the students account. These courses can be edited throughout the semester in case a student drops a course or decides not to take an exam. The submissions will be open for editing until the District Manager submits the information to the SDE. After district wide data has been submitted, please contact the SDE directly to make any corrections.

Reports ▾   Reimbursement ▾

Courses Waiting SDE Submission

Exams Waiting SDE Submission
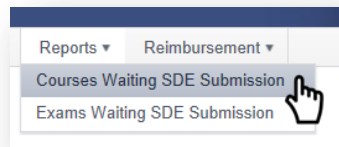
Submission to the State Department of Education

All courses and exams that have been approved by a District or District Manager user will now appear in a final list to submit to the State Department of Education (SDE). Courses and exams will need to be submitted separately. This feature is only available for the District Manager.

▾   Reimbursement ▾

Revise Paid Courses

Revise Paid Exams

Submit Courses Reimbursement

Submit Exams Reimbursement

The district manager will need to double check records before submitting the final request. To review at the details of each submission, select the course name.

Submit Courses To SDE

This page shows courses that have received initial approval. If the courses are acceptable, the list will be submitted to SDE for reimbursement.

| Export to CSV |

Drag a column header and drop it here to group by that column

Advanced Opp Name ▼	Student ▼	Course Name ▼	Course Submitted ▼	Course Status ▼
Fast Foward	Winfrey, Oprah	Art 101	7/23/2015	School Level Approval Received
Fast Foward	Two, Tester	Art 101	7/29/2015	School Level Approval Received
Fast Foward	Two, Tester	Art 101	7/29/2015	School Level Approval Received
Fast Foward	Two, Tester	Art 101	7/29/2015	School Level Approval Received
Fast Foward	Two, Tester	Art 101	7/29/2015	School Level Approval Received

To submit the record for SDE approval, select "Submit Courses to SDE" in the lower left hand corner. Please do not submit records to the SDE until they are 100% accurate.

|◄ ◄ **1** ► ►| 10 ▼   items

Submit Courses To SDE | Back Home
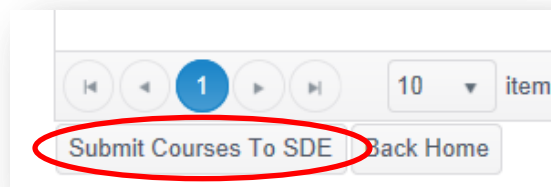
Submissions are due to the SDE three times each year.

- **First Friday in August:** Summer activity
- **First Friday in December:** First Semester/First Trimester
- **First Friday in June:** Second Semester/ Second & Third Trimester
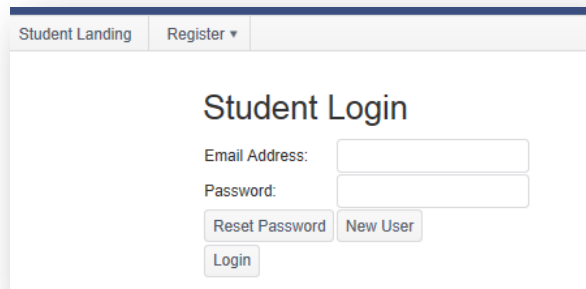
Please contact the SDE to make any changes or modification made after the data has been submitted.
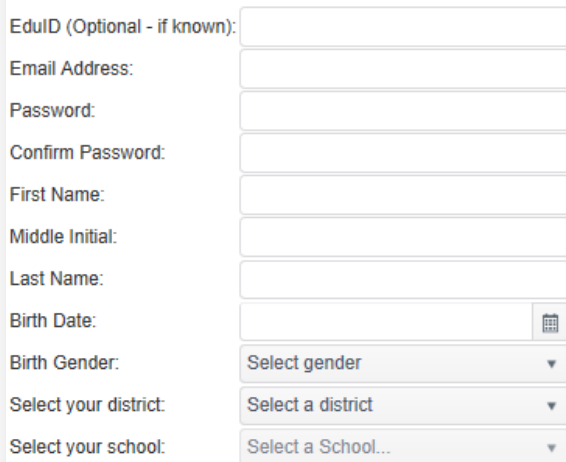
Student Navigation

Creating a Student Account

From the Advanced Opportunities webpage, the student will select the link "Apply for Advanced Opportunities."

Students will register for an account using a valid email address. Students under 13 years old will not be able to register for an account. These submissions must be done by an adult user using the District Registration process (see page 10).
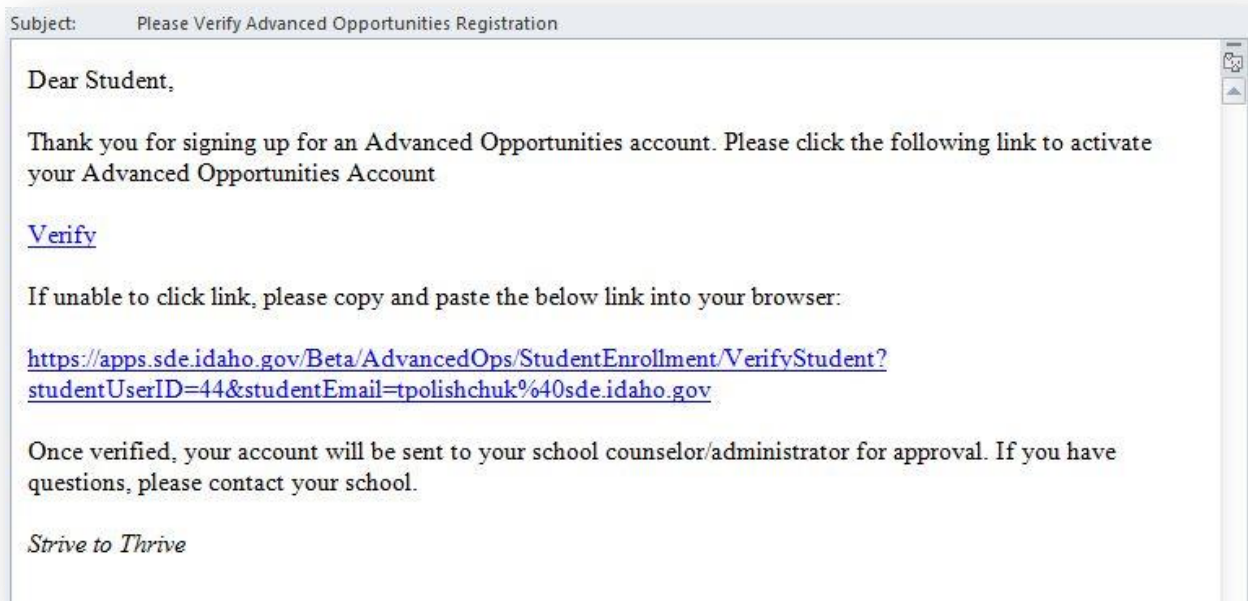
An email will be sent to the student to verify the account. The student will need to select the link to proceed.

When verified by the student, the account will be limited until it is approved by a district or school user (see page 9). When approved, the student will be able to register for courses/exams (see page 11).

Email Notifications

Students will receive email notifications whenever the status of their submission is changed. This includes denial, approval, and payment status.